

Policy

PERSONAL ILLNESS AND INJURY/HEALTH AND HARDSHIP

The Ventnor Board of Education will consider requests for extension of sick leave benefits on a case-by-case basis.

Paid Sick Leave for Part-Time

In accordance with law (P.L. 2018, c.10) part-time and substitute employees of the district not otherwise covered by the terms of a negotiated agreement shall earn paid sick leave. For the purpose of this policy the first day of employment is defined as the first day the employee begins working for the district. The annual renewal of a contract does not constitute the first day of employment. Part-time employees shall accrue paid sick leave according to the following guidelines:

- A. Part-time employees shall accrue paid sick leave at the rate of one hour for every 30 hours worked. Sick leave time shall not be awarded upfront;
- B. Accrued paid sick leave shall not be used for vacation or personal reasons and may only be used for illness or injury;
- C. Part-time employees shall be required to work 120 days before accrued paid sick leave may be used;
- D. The sick leave shall be taken in the largest increment allowed being equal to the hours the employee is scheduled to work (i.e. an employee scheduled for a 4 hour day would be required to take sick leave in 4 hour increments);
- E. Employees must provide notice of intention to use leave as soon as practicable for unforeseeable absences;
- F. Advanced notice, at a minimum, of 7 calendar days shall be required for foreseeable sick leave;
- G. The superintendent or his or her designee may require a physician's documentation for foreseeable or unforeseeable sick leave taken for 3 or more consecutive days;
- H. A maximum 40 hours of accrued paid sick leave may be carried over from one school year to the next;
- I. Accrued sick leave shall be forfeited upon separation of employment or at the end of any benefit year when in excess of 40 hours. The district shall not pay employees for earned paid sick leave that was not used upon separation of employment.

This award of sick time does not apply to full-time employees who are entitled to sick days under their full time position with the district.

Date: June 6, 2020

First Reading: August 26, 2020

Second Reading/Adoption: September 23, 2020

Key Words

Leaves, Sick Leave, Attendance, Attendance Patterns, Employee Attendance

Legal References: N.J.S.A. 18A:6-6 No sex discrimination
N.J.S.A. 18A:6-66 Rights and benefits of personnel (educational services commission)
N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher,
N.J.S.A. 18A:30-1 Definition of sick leave
N.J.S.A. 18A:30-2 Sick leave allowable
N.J.S.A. 18A:30-6 Prolonged absence beyond sick leave period
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

P.L. 2018, c.10 concerning earned sick leave

Ramsey Teachers Ass'n v. Ramsey Bd. of Ed., 1979 S.L.D. 862, St. Bd. rev'g 1978 S.L.D. 518, aff'd App. Div., 1980 S.L.D. 1528

Cole v. Essex County Vocational School District Bd. of Ed., 1986 S.L.D. 1855

Cross References: *4151 Attendance patterns

*Indicates policy is included in the Critical Policy Reference Manual.